

**COUNTY OF LOS ANGELES – DEPARTMENT OF MENTAL HEALTH  
COUNTYWIDE RESOURCE MANAGEMENT**

**TRANSFER OPPORTUNITY**

**SECRETARY III**

Countywide Resource Management–Community Reintegration Program (CRM-CRP) is recruiting a conscientious Secretary III to assist the Mental Health Program Head and AB109 program staff. This is a Monday- Friday position located at DMH Headquarters, 9<sup>th</sup> Floor (550 S. Vermont Avenue, Los Angeles, CA 90020).

**Primary duties and responsibilities of this position include:**

- Answer phone calls and refer to the appropriate individuals within the program
- Schedule appointments and arrange conferences and meetings
- Maintain and update staff/phone rosters
- Photo copying, scanning and faxing documents
- Responsible for inventory, supplies and procurement
- Organize and maintain office files
- Track and monitor equipment and panic alarm logs
- Assist with Authorization logs
- Perform weekly Provider Exception Report
- Assist with processing of newly hired staff
- Other duties as assigned by Program Head

**Desirable qualifications include:**

- Highly organized and detailed oriented with record keeping & documentation
- Ability to work collaboratively with various team members and disciplines
- Adaptable and flexible to meet the program needs
- Familiarity with Microsoft Outlook, Word and Excel

**If you are currently a SECRETARY III and interested, please email your resume, last two Performance Evaluations, and Master Time Cards for the last two years to**

**Tara Yaralian, Psy.D. at:**

[tyaralian@dmh.lacounty.gov](mailto:tyaralian@dmh.lacounty.gov)

**With the subject line “Secretary III”**

**♦♦ Please respond no later than Wednesday, May 25, 2016 ♦♦**